



Illinois Department of Corrections

Administrative Directive

Number:

04.23.130

Title:

Earned Program Sentence Credit

Effective:

8/1/2021

Authorized by:

[Original Authorized Copy on File]

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Director

Supersedes:

04.23.130 effective 8/1/2019
01.17.130 effective 9/1/2019
04.02.107 effective 10/1/2018
04.10.130 effective 12/1/2019

Authority:

730 ILCS 5/3-6-3
20 IAC 107F
77 IAC 2060.309

Related ACA Standards:

5-ACI-1E-01, 03, 5-ACI-1F-01 – 04, 06 – 08,
5-ACI-3D-04, 05, 5-ACI-4A-09, 27, 5-ACI-4B-26,
5-ACI-5B-03, 5-ACI-5E-02 – 15, 5-ACI-6A-42,
5-ACI-7A-01 – 10, 13, 5-ACI-7B-01 – 05, 09 – 13, 15

Referenced Policies:

01.07.420
04.10.108

Referenced Forms:

DOC 0147 – Earned Program Sentence Credit
Determination
DOC 0356 – Earned Program Sentence Credit Goals
Statement

I. POLICY

Earned Program Sentence Credit may be earned by eligible individuals in custody through satisfactory participation in designated programs, including behavioral modification, life skills, reentry planning, Correctional Industries, substance use, educational/vocational or self-improvement programs, approved volunteer activities and work assignments.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions to staff regarding eligibility and establishing program goals for individuals in custody who are eligible for the award of Earned Program Sentence Credit for participation in designated programs.

B. Applicability

This directive is applicable to all correctional facilities within the Department

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Behavior modification program – a program, approved by the Department, designed to provide participants with the means to identify and alter undesired behavioral and thought patterns.

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Chief Administrator – for purposes of this directive, the Chief Administrative Officer of a facility or the Supervisor of an Adult Transition Center.

Correctional Industries program – a program facilitated by Illinois Correctional Industries staff that blends vocational training, job skills development and obtainment of marketable skills.

Educational programs – courses of academic and vocational instruction approved by the Manager of the Office of Adult Education and Vocational Services.

Facility Program Administrator – the individual designated by the Chief Administrator to be responsible for determining satisfactory participation in programs.

Goal period – the period of time for which goals are established. This shall be the specific number of days within the period of time during which classes/sessions/programs are scheduled.

Instructional day – a day when a full period of educational/vocational instruction is provided. When the regular instructional day is interrupted, the program administrator may award attendance credit to productive students present for at least one-half of the full period of instruction. A standardized test day or college examination day may constitute an instructional day. For work assignments, a day of work is considered an instructional day.

Life skills course – a program approved by the Department for Earned Program Sentence Credit to promote personal skills to better prepare the participant for a productive return to the community.

Reentry planning program – a program approved by the Department for Earned Program Sentence Credit that provides participants with information on release procedures and the tools to assist them in a positive reentry pathway.

Self-improvement program – Department approved programs that center around life building, communication enhancement and wellness.

Substance abuse services professional – means a certified alcohol and drug counselor, licensed professional counselor or clinical professional counselor, physician, licensed psychologist, licensed social worker or clinical social worker or certified assessment and referral specialist pursuant to 77 Ill. Adm. Code 2060.309.

Substance use program – a program of counseling, education or treatment for drug or alcohol use provided by a Substance Abuse Services Professional.

Volunteer activity – Department approved hours of service performed for a civic, charitable or humanitarian reason.

Work assignments – Department paid assignments which contribute to the day-to-day facility operations. Goals shall be written for 30, 45, 60 or 90 days.

Work release program – A program housed in an Adult Transition Center that provides supervision, reintegration programming and services to residents.

F. Requirements

1. A written goal statement shall be developed for each individual in custody who is enrolled in a full-time program approved by the Department.
 - a. Behavioral modification, life skills, re-entry planning, self-improvement program and volunteer activity programming shall be considered full-time if they include a minimum of three hours of programming.

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- b. Educational programming shall be considered full-time if an individual in custody:
 - (1) Is enrolled in a continuing, ongoing, regularly scheduled educational program; and
 - (2) Is enrolled in Adult Basic Education (ABE), Advanced ABE or Adult Secondary Education (ASE) where classes are regularly scheduled to meet a minimum of 10 hours per week (minimum of five days per week, two hours per day or four days per week, two and one-half hours per day), or vocational programs where classes are regularly scheduled to meet a minimum of 6 hours per day, except for holidays; or
 - (3) Is enrolled in a college academic program for a minimum of six (6) credit hours per module or twelve (12) credit hours per semester.
- c. Substance use programming shall be considered full-time if the participant is:
 - (1) Housed in a dedicated substance use program facility, or housing unit or housing unit wing, in which all individuals in custody are receiving full-time substance use services; or
 - (2) Normally scheduled to participate in a minimum of 15 hours of substance use programming per week.
- d. A Correctional Industries assignment shall be considered full-time if normally scheduled for a minimum of four hours per day, five days per week.
- 2. For behavioral modification, life skills, re-entry planning, self-improvement program, volunteer activity, work assignment, or Adult Transition Center (ATC)/work release program:
 - a. The goal statement, which shall be included on the Earned Program Sentence Credit Determination, DOC 0147, shall:
 - (1) Be developed by the Facility Program Administrator within 10 working days after the individual in custody has started participation in the program.
 - (2) Include the goal period for which the goals are being established.
 - (3) Identify the program in which the individual in custody is participating.
 - (4) Include the achievements or program requirements for the goal period, such as:
 - (a) Reduction in criminal thought processes.
 - (b) Demonstrate self-control in relation to anxiety, depression and/or anger.
 - (c) Achieve specified skills.
 - (d) Enhance decision making and problem-solving skills.
 - (e) Obtain necessary state identification and benefit enrollment.
 - (f) Obtain community employment.
 - (g) Maintain appropriate behavior, be attentive and complete program assignments.

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- (5) Include the attendance requirements as established by the Facility Program Administrator.
 - b. The goal statement shall be reviewed and approved by the Facility Program Administrator.
 - c. The goal period shall:
 - (1) Be entered in Offender 360 (O360) by the designated staff and placed in pending status.
 - (2) Commence on the first day of scheduled participation and shall normally end on the last day of scheduled participation.
3. For education programs:
 - a. An Earned Program Sentence Credit Goals Statement, DOC 0356, shall:
 - (1) Be developed within ten instructional days, or for college academic programs within ten working days, after the student's first day of attendance in the educational program; or the student completes an established goal period and is enrolled in a subsequent educational program. The DOC 0356 shall:
 - (2) Be developed by:
 - (a) The instructor of the program in which the student is enrolled;
 - (b) The college coordinator or college advisor if the student is enrolled in a two-year college academic degree program; or
 - (c) The Education Facility Administrator (EFA) or the college advisor if the student is enrolled in a four-year college academic degree program.
 - (3) Identify the goal period for which the goals are being established.
 - (a) The goal period for ABE, Advanced ABE or ASE shall be 45 instructional days of required attendance; for vocational programs, the number of instructional days of required attendance necessary to complete a certificate. The goal period shall commence on the first day the student attends class and shall normally end on his or her last attendance day.
 - (b) The goal period for full-time, two-year or four-year college academic degree programs shall be the period of time during which classes are scheduled. The goal period shall commence on the first day the student attends class and shall normally end on his or her last attendance day within the module or semester. Students required to attend make-up sessions beyond the last day of scheduled instruction shall have the goal statement processing delayed until all course requirements are completed.
 - (4) Identify the educational program in which the student is enrolled.
 - (5) Identify the educational achievements expected for the goal period, which may include but shall not be limited to:
 - (a) Increase math and reading levels by a specified number of grade levels.

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- (b) Pass the high school equivalency exam.
 - (c) Earn a specific number of high school or college credits.
 - (d) Achieve specified skills.
 - (e) Attain a specified grade.
 - (f) Maintain appropriate class behavior, be attentive and complete assignments.
 - (6) Identify the attendance requirements.
 - (7) Be signed by the student, with a copy placed in the student's education file. A student in an educational program who refuses to sign the DOC 0356 shall be removed from the program. Documentation of the refusal shall be placed in his or her educational file. The student may re-apply for the education assignment after 45 calendar days.
- b. The EFA shall:
 - (1) Review and approve the DOC 0356; and
 - (2) Enter the goal period in O360.
- c. Achievement goals may be revised based on a reassessment of the student's level of competency and ability; however, the goal period shall not be revised except as authorized in this directive. Revisions to achievement goals shall be:
 - (1) Developed and approved in the same manner as the original goal statement; and
 - (2) Developed prior to the mid-point of the goal period.
- 4. For substance use programs:
 - a. The goal statement, which shall be included on the DOC 0147, shall be developed within 10 working days after the individual in custody has been enrolled in the program.
 - b. The goal statement shall:
 - (1) Be developed by a Substance Abuse Services Professional in conjunction with other program staff.
 - (2) Include the goal period which shall be the length of the program or 90 days, whichever is shorter.
 - (3) Identify the specific program in which the individual in custody is enrolled.
 - (4) Include the specific attendance and achievement requirements, such as:
 - (a) Attend a specific number of drug education, counseling or treatment sessions.
 - (b) Increase drug education knowledge from the pre-test to the post-test.
 - (c) Develop a written client agreement or treatment plan.

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- (d) Actively participate in the program, such as be involved in group discussions, be attentive, etc.
 - (e) Attend the number of sessions or meetings each week specified in the goal statement.
 - (f) Develop an after-care plan.
 - (g) Maintain appropriate program behavior.
 - (5) Be signed by the participant. If the person refuses to sign the goal statement, he or she shall be dropped from the program.
- c. The goal statement shall be reviewed and approved by the Facility Program Administrator.
- d. The goal period shall be entered in O360 by the designated staff.
- 5. For Correctional Industries:
 - a. Staff shall develop a written goal statement for each individual in custody who is assigned full-time to a Correctional Industries program.
 - b. The goal statement shall be included on the DOC 0147 and shall be developed within 10 working days after the individual in custody has been assigned to the program.
 - c. The goal statement shall:
 - (1) Identify the type of program, work or job training.
 - (2) Include a 90-day goal period.
 - (3) Include the specific attendance and achievement requirements, such as:
 - (a) Report to work daily and on time.
 - (b) Follow instructions and perform assigned tasks.
 - (c) Cooperate with staff and other workers currently in custody.
 - (d) Attain a certain production level appropriate to the individual in custody's length of time on the assignment and skill level.
 - (e) Accept responsibility for work product.
 - (f) Meet job assignment requirements.
 - (4) Be signed by the individual in custody. If the he or she refuses to sign the goal statement, he or she shall be removed from the program and each refusal shall be documented. Individuals in custody may re-apply for the assignment after 45 calendar days.
 - (5) The goal statement shall be reviewed and approved by the Facility Program Administrator.
 - (6) The goal period shall be entered in O360 by the designated staff.

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6. ATC/work release participants who are transferred from another ATC may continue participation in the programs in which they are currently enrolled, where possible. Goal statements need not be revised for participants transferred to another ATC, unless the former programs are not available.
7. Individuals in custody shall not be eligible to receive any Earned Program Sentence Credit (EPSC) for the goal period when:
 - a. Attendance requirements have not been met.
 - b. Disciplinary action has resulted in removal from the program.
 - c. The individual in custody has been removed from the program for administrative reasons approved by the Chief Administrator including, but not limited to:
 - (1) Disruptive behavior;
 - (2) Lack of participation;
 - (3) Failure to complete required assignments;
 - (4) Inattentiveness;
 - (5) Safety or security reasons; and
 - (6) Voluntary quitting or dropping the program.
 - d. When the individual in custody does not meet the program goals.
8. Individuals in custody shall have their goal period revised and receive EPSC up to the date removed from the program provided satisfactory progress has been made towards achieving stated goals, for the following reasons:
 - a. Placed in protective custody;
 - b. Transfer to an ATC;
 - c. Placement on electronic detention;
 - d. Transfer other than a disciplinary or individual in custody requested transfer to another facility;
 - e. Termination or suspension of the program by the Department or other reasons approved by the Chief Administrator; or
 - f. Completion of program.
9. An individual in custody whose program has been completed prior to the completion of the goal period shall have his or her goal period revised to the date of program completion and shall receive EPSC for the revised goal period.

NOTE: An individual in custody shall not be removed from a program for the sole purpose of awarding EPSC to affect an earlier release.
10. Within seven working days, either after the end of the goal period or upon removal from the program, a designated staff person shall:

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- a. Revise the goal period, if necessary.
 - b. Determine whether specified goals were met or whether satisfactory progress towards completing the goals had been made at the time of removal from the program.
 - c. Complete the DOC 0147 for non-education programs or the DOC 0356 for education programs:
 - (1) Indicate on the DOC 0147 or DOC 0356 whether goals were met, or satisfactory progress was made, including justification for satisfactory progress.
 - (2) Indicate any determination of ineligibility for the award.
 - (3) If applicable, indicate the number of days for which the individual in custody is eligible for the award of EPSC. This shall be the number of calendar days during the goal period, less weekends and holidays, any lockdown days, days absent and days in which scheduled program sessions were canceled for reasons other than lockdown.
 - d. Sign and forward the DOC 0147 to the Facility Program Administrator, or for the DOC 0356 to the EFA, for review and approval. If the goals section of the DOC 0147 or DOC 0356 was not completed, attach a copy of the goal statement to the DOC 0147 or DOC 0356.
 - e. The Facility Program Administrator, or the EFA for education programs, shall within five working days, whenever feasible, after receipt of the completed DOC 0147 or DOC 0356:
 - (1) Review and recommend EPSC be awarded or denied.
 - (2) Sign the DOC 0147 or DOC 0356 and forward to designated staff, who shall:
 - (a) Enter the determination in O360; and
 - (b) Forward the completed DOC 0147 attached to the EPSC award memorandum or the or DOC 0356, to the facility Record Office for processing in accordance with Administrative Directive 01.07.420. If EPSC is not recommended due to failure to achieve the goals, a copy of the completed DOC 0147 or DOC 0356 shall be forwarded to the individual in custody, upon his or her request.
11. Eligible individuals in custody shall have new goal statements prepared if they continue in a program.
12. Credit Awards
 - a. Any individual in custody who is engaged full-time in behavioral modification, life skills, re-entry planning, Correctional Industries, substance use or educational/vocational programs and satisfactorily completes the assigned program as determined by the standards of the Department, shall receive one day of sentence credit for each day in which he or she is engaged in if statutorily eligible.
 - b. Individuals in custody who are participating in self-improvement programs, approved volunteer activities and work assignments shall receive a half day of credit for full time participation if statutorily eligible.

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NOTE: An individual in custody may have any number of assignments, but shall only be allowed a maximum of two EPSC contracts at a time.
